STORED AS: STARTUP

ATARI START-UP NOTES

GET THE "TOS ROM BOOT DISK" (BACK-UP) - RED LABEL 1/4/87

TURN ON "MONITOR" SCREEN AT THE BOTTOM RIGHT (A LITTLE RED LITE WILL GO ON NEXT TO THE LITE GRAY PUSH BUTTON).

TURN ON "DISK DRIVE" - BUTTON IS LOCATED IN THE BACK OF DISK DRIVE ON THE LEFT SIDE. THE DISK DRIVE LIGHT WILL NOT GO "ON" - THE LIGHT GOES "ON" ONLY WHEN THE DISK DRIVE IS "BUSY" - (EX: WHEN YOU ARE STORING A DOCUMENT THE LITTLE RED LIGHT GOES "ON"- AFTER IT IS STORED THE RED LIGHT GOES OUT).

PUT THE "TOS ROM BOOT DISK" (RED LABEL) INTO THE "DISK DRIVE" WITH METAL SIDE FIRST AND LABEL UP.

TURN ON THE "COMPUTER" (KEYBOARD) - BLACK BUTTON NEXT TO THE BLACK CABLE CORD ATTACHED TO THE COMPUTER IN THE BACK ON THE RIGHT SIDE.

WAIT UNTIL THE "DISK FILE VIEW OPTION" SCREEN (GREEN) COMES UP.

TAKE THE "TOS ROM BOOT DISK" OUT OF THE "DISK DRIVE" BY

PUSHING THE GRAY BUTTON ON THE RIGHT FRONT SIDE OF THE DISK DRIVE.

PUT THE "STWRITER PRG" DISK LABELED "DUP BASIC" (ORANGE LABEL) IN THE "DISK DRIVE".

ON THE "DISK FILE VIEW OPTION" SCREEN, PUSH THE "MOUSE" UNTIL THE ARROW IS PLACED ON THE TOP "FLOPPY DISK" IMAGE ON THE SCREEN. PRESS THE LEFT BUTTON ON THE "MOUSE" ONE TIME AND THE IMAGE WILL TURN BLACK.

THEN MOVE THE ARROW UP TO THE WORD "FILE" ON THE TOP OF THE SCREEN. MOVE THE ARROW DOWN TO THE WORD "OPEN" AND PRESS THE LEFT SIDE BUTTON OF THE "MOUSE" ONCE.

WHEN THE NEXT SCREEN COMES UP AND SAYS "300914 BYTES USED IN 9 ITEMS", MOVE THE ARROW UP TO THE WORD "VIEW" AT THE TOP OF THE SCREEN. THEN MOVE THE ARROW DOWN TO "SHOW AS TEXT" AND PRESS THE LEFT SIDE BUTTON OF THE "MOUSE" ONCE.

NEXT SCREEN MOVE ARROW DOWN TO "STWRITER PRG" AND PRESS LEFT "MOUSE" BUTTON ONCE - (TO SEE ALL TEXT, MOVE MOUSE UP TO RIGHT CORNOR AND PRESS ONCE).

WHEN THE PROGRAM TURNS "BLACK", MOVE THE ARROW UP TO THE WORD "FILE" ON THE TOP OF THE SCREEN, THEN MOVE IT DOWN TO "OPEN" AND PRESS THE LEFT BUTTON ON THE "MOUSE" ONCE.

THE "STWRITER" MENU SCREEN WILL COME UP - NEVER BEGIN A NEW DOCUMENT FROM THIS "MENU SCREEN" AS THE "STWRITER DISK" IS A PROGRAM DISK AND YOU DON'T WANT TO CREATE A DOCUMENT ON A PROGRAM DISK.

TAKE THE "STWRITER" PROGRAM DISK OUT OF THE "DISK DRIVE" BY PRESSING THE GRAY BUTTON ON THE RIGHT FRONT OF THE "DISK DRIVE".

PUT THE DATA DISK "TSTFILES" (GREEN LABEL) IN THE "DISK DRIVE". SELECT A FUNCTION FROM THE "MENU SCREEN".

ON THE "MENU SCREEN" IF YOU WISH TO CHANGE THE "COLOR" OF YOUR SCREEN. HIT THE "T" FOR "TRANSFORM COLOR" - EASIER TO READ WITH A "WHITE" BACKGROUND RATHEER THAN A "BLACK" BACKGROUND.

IF YOU WANT TO WORK ON A DOCUMENT YOU HAVE ALREADY CREATED, HIT "L" FOR "LOAD" AND TYPE IN YOUR DOCUMENT NAME. THEN HIT "E" FIOR "EDIT". YOU ARE NOW READY TO WORK ON YOUR DOCUMENT.

IF YOU WANT TO CREATE A NEW DOCUMENT - HIT "C" FOR "CREATE FILE".

MISCELLANEOUS NOTES

"RETURN" IS THE SAME AS "ENTER".

PRESS THE "ESC" BUTTON TO "ESCAPE" FROM A SCREEN.

SHIFT AND F5 AT BEGINNING AND END OF BLOCK YOU WANT TO COPY - THEN HIT "INSERT" KEY. BLOCK IS THEN COPIED AND INSERTED.

CONTROL AND E - END OF PAGE

TO GET OUT OF A "WINDOW" - PUT MOUSE ARROW IN A BLANK SPACE AND CLICK.

WHEN YOU GET LARGE PRINT AND LARGE ICONS ON SCREEN (40 CHARACTERS - LOW RESOLUTION). GO UP TO "OPTIONS" AND CLICK ON "SET PREFERENCES" AND YOU GET A SCREEN THAT GIVES YOU "SET SCREEN RESOLUTIONS" - CLICK ON MEDIUM (80 CHARACTERS) THEN CLICK ON "OK".

LIST OF FILES

WHEN YOU WANT TO SEE ACROSS A LIST OF FILES PUT ARROW TO TOP SHADED AREA AND HOLD MOUSE CLICK AND DRAG FILES ACROSS SCREEN TO WHERE YOU WANT THEM TO BE.

WHEN YOU WANT TO SEE THE TOP OR BOTTOM OF A LIST - PUT THE ARROW ON THE RIGHT SHADED SIDE OF SCREEN AND CLICK ONCE AT A TIME TO GO UP OR DOWN.

TO TRASH AN ITEM IN A FILE

TO TRASH AN ITEM ON A LIST PUT THE ARROW ON THE ITEM TO TRASH AND HOLD CLICK AND DRAG TO TRASH CAN. IF TRASH CAN IS NOT IN VIEW, CHANGE SIZE OF THE LIST OF FILES BY GOING ACROSS, UP OR DOWN, OR MAKING A SMALLER FILE BLOCK.

TO TRASH MORE THEN ONE ITEM AT A TIME, HOLD AND KEEP THE SHIFT KEY DOWN AND PUT THE ARROW ON ITEM TO DELETE AND CLICK, NEXT ITEM AND CLICK, NEXT ITEM AND CLICK AND DRAG TO TRASH.

ORANGE LABEL - PROGRAM DISK

BLUE & GREEN LABEL - TEXT OR DATA DISK

RED LABEL - 1 ONLY - TOS ROM BOOT DISK (THIS DISK GETS THE COMPUTER STARTED)

TOS BOOT DISK

SCREEN SHOWS: FLOPPY DISK A, FLOPPY DISK B, TRASH CAN

GO TO DESK AND CONTROL PANEL AND CLICK - YOU GET CONTROL PANEL SCREEN. YOU CAN CHANGE COLOR, SPEED OF KEYBOARD, SPEED OF MOUSE, ETC.

HOW FAST KEYS START TO REPEAT - (FINGER PUSHING KEY DOWN)

HOW FAST KEYS DO REPEAT - RABBIT (FAST) - TURTLE (SLOW)

TOP OF SCREEN YOU CAN CHANGE TIME OF DAY - EX: 01:43 PM

(CLOCK STOPS WHEN COMPUTER IS TURNED OFF).

TOP OF SCREEN YOU CAN CHANGE DATE - EX: 03/30/87

BELL - CLICK 1 AND BELL GOES OFF - CLICK AGAIN AND BELL GOES ON

KEY CLICK - CLICK 1 AND KEY CLICK GOES OFF - CLICK AGAIN AND KEY CLICK GOES ON

RUNNING MOUSE - FAST CLICK FOR MOUSE

SITTING MOUSE - SLOW CLICK FOR MOUSE

BACKGROUND COLOR CAN BE CHANGED - R = RED, G = GREEN, B = BLUE (PUT ARROW ON #7 TO CHANGE COLOR OR PUT IT ON A LETTER R, G, B TO CHANGE COLOR AND KEEP CLICKING TO COLOR DESIRED). SEE ATARI 520ST COMPUTER BOOK (SMALL GREY BOOK)

<u>TO CHANGE CONTROL FUNCTIONS</u>

BEFORE YOU BEGIN TYPING, YOU CAN CHANGE ONE OR ALL OF THE "CONTROLS" AT THE TOP OF THE SCREEN. YOU CAN CHANGE THE CONTROL NUMBERS RIGHT AT THE TOP OF THE SCREEN, OR YOU CAN CHANGE THE CONTROLS RIGHT UNDER THE CONTROLS AT THE TOP OF THE SCREEN. HOLD THE "CONTROL" KEY DOWN, TYPE LETTER AND NEW NUMBER BESIDE IT, THEN SPACE AND HIT "RETURN". EX: J1spaceRETURN

CONTROL FUNCTIONS AT TOP OF SCREEN:

B = BOTTOM MARGIN (1/2 # SHOWN AT TOP. EX: 12 MEANS 6 LINES)

D = PARAGRAPH SPACING (1/2 # SHOWN AT TOP. EX: 4 MEANS 2 LINES BETWEEN PARAGRAPHS)

G = PRINT STYLES

I = PARAGRAPH INDENT

J = MARGINS BLOCK "JUSTIFIED" (1) OR RAGGED "UNJUSTIFIED" (0)

L = LEFT MARGIN

R = RIGHT MARGIN

S = SPACING (1/2 # SHOWN AT TOP. EX: 2 MEANS 1 LINE)

T = TOP MARGIN (1/2 # SHOWN AT TOP. EX: 12 MEANS 6 LINES)

Y = LENGTH OF PAGE (1/2 # SHOWN AT TOP. EX: 132 MEANS 66 LINES)

IF YOU DO NOT WISH TO CHANGE ANY OF THE CONTROLS, YOU CAN BEGIN TYPING ON THIS SCREEN.

THE CONTROLS F1 THRU F10 - ALL THE FUNCTIONS ON TOP (TOP OF FILE, BEGINNING OF LINE, ETC.) ARE GOTTEN BY HOLDING THE "SHIFT" KEY AND PRESSING THE FUNCTION BUTTON YOU WANT TO USE ON THE TOP. THE LOWER FUNCTIONS (BOTTOM OF FILE, END OF LINE, ETC.) ARE GOTTEN BY JUST PRESSING THE FUNCTION KEY ITSELF.

PRINTER: AFTER PRINTING, YOU MUST TURN THE PRINTER "OFF" IF YOU WANT TO ROLL THE PAPER MANUALLY - DO NOT ROLL PAPER WHILE PRINTER IS "ON". INSTEAD HIT THE "ON LINE" BUTTON ON THE PRINTER (READY AND ON LINE LITES GO OUT) WHICH WILL DISCONNECT THE PRINTER FROM THE COMPUTER. THEN EITHER HIT THE "FF" BUTTON ON PRINTER (FORM FEED) WHICH WILL ADVANCE 1 WHOLE PAGE, OR HIT THE "LF" BUTTON ON PRINTER (LINE FEED) WHICH WILL ADVANCE 1 LINE AT A TIME. AFTER HITTING EITHER OF THESE BUTTONS, ONCE AGAIN HIT THE "ON LINE" BUTTON.

PRINTER RIBBON - ACE COMPUTER - BROAD & CENTER - BETHLEHEN, PA - PUT PRINTER RIBBON IN PRINTER FROM LEFT TO RIGHT.

AFTER YOU ARE FINISHED TYPING AND PRINTING - ON THE MENU SCREEN HIT "Q" FOR "QUIT". ON THE NEXT SCREEN, MOVE THE ARROW BY THE "MOUSE" TO A BLANK SPACE ON THE SCREEN AND HIT THE LEFT SIDE OF THE "MOUSE" ONCE. THE "FLOPPY DISK" SCREEN WILL SHOW UP. TAKE THE "TSTFILES" DISK OUT OF THE "DISK DRIVE" BY PUSHING THE GREY BUTTON ON THE RIGHT FRONT SIDE OF THE DISK DRIVE, TURN THE COMPUTER OFF, DISK DRIVE OFF AND

TAKE THE "TOS FOM BOOT DISK" OUT OF THE "DISK DRIVE" BY PUSHING THE GRAY BUTTON ON THE RIGHT FRONT SIDE OF THE DISK DRIVE.

LOAD THE "SWIFTCALC" BACKUP DISK ! (1/12/87) - (ORANGE LABEL)

GO TO "VIEW" AND "SHOW AS TEXT"

PUT MOUSE ON "SWIFTCALC PRG" AND CLICK ONCE OR CLICK TWICE REAL FAST.

GO UP UNDER "FILE" AND "OPEN" - PROGRAM WILL LOAD.

"TIMEWORKS" SCREEN COMES UP - PUT MOUSE IN "OK" AND CLICK ONCE.

SPREAD SHEET DIAGRAM COMES UP - TAKE "SWIFTCALC" PROGRAM DISK OUT OF DISK DRIVE.

TO CREATE A "NEW" CHART, PUT THE "TSTFILES 2" (DATA) DISK (BLUE) IN AND IMMEDIATELY START CREATING YOUR NEW CHART. (SEE "CREATING A NEW CHART" BELOW)

TO WORK ON A "STORED" CHART, PUT "TSTFILES 2" DISK (DATA BLUE) IN DISK DRIVE - GO UP TO "FILE" AND OPEN. YOU GET "LIST OF FILES" - PUT MOUSE ON "ASSETS1.CAL (COMMERCIAL CREDIT IRA'S) - CLICK MOUSE AND MOVE TO "OK" BOX AND CLICK

ONCE.

SCREEN "CELLS & OPTIONS" (BLACK) GO TO "OK" AND CLICK MOUSE.

YOUR STORED CHART COMES UP. YOU MOVE AROUND THE CHART BY USING THE ARROW KEYS - THE CURSOR IS THE LARGE BLACK RECTANGLE ON THE SCREEN.

CREATING A "NEW CHART"

GET THE BLANK SPREADSHEET ON SCREEN.

TO PUT A "BORDER" ON A CHART:

HIT THE SINGLE QUOTE KEY (')

YOU WILL GET A MESSAGE "REPEATED TEXT" AT BOTTOM LEFT OF SCREEN.

HIT THE "SHIFT" KEY (FOR UPPERCASE ONLY) AND AN * OR ANY OTHER LETTER OR CHARACTER KEY YOU WANT REPEATED. THE CHARACTER KEY YOU SELECTED WILL BE REPEATED ACROSS THE ENTIRE SCREEN - TO GO FURTHER WITH THE CHARACTER BORDER, HIT THE RIGHT ARROW KEY TILL YOU GET TO THE POINT WHERE YOU WANT TO END THE BORDER.

NOW YOU ARE READY TO MAKE YOUR COLUMNS.

FORMATTING A "NEW" COLUMN:

GO THE 2ND LINE OF THE FIRST BLANK COLUMN WITH THE CURSOR AND CLICK ONCE.

GO TO "OPTIONS" AND FORMAT AND CLICK ONCE.

YOU GET THE "FORMAT" SCREEN.

GO TO "COLUMN" AND CLICK, THEN TO "OK" AND CLICK.

ON THE NEXT SCREEN, IF YOU WANT "DECIMAL" PLACES IN THE FIRST COLUMN - BACKSPACE AND PUT # OF DECIMAL PLACES YOU WANT (EX: 02). THEN MOVE ARROW TO "FLOATING" (MEANS YOU WANT DECIMAL PLACES IN THE FIELD) AND CLICK ONCE.

IF YOU DON'T WANT ANY DECIMAL SPACES IN THE FIRST COLUMN, MOVE ARROW TO "INTEGER" (MEANS YOU WANT WHOLE DOLLARS IN THE FIELD) AND CLICK. THEN MOVE TO "COLUMN WIDTH" AND CLICK ONCE TO GET CURSOR DOWN. BACKSPACE 1 AND PUT THE # OF SPACES YOU WANT FOR YOUR FIRST COLUMN (EX: 20)

PUT THE ARROW IN THE "OK" FIELD AND CLICK ONCE. YOU ARE NOW DONE FORMATTING YOUR FIRST COLUMN OF YOUR CHART.

TO FORMAT ALL THE COLUMNS YOU WANT IN YOUR CHART (YOU DON'T

HAVE TO USE ALL THE COLUMNS SHOWN ON THE SPREADSHEET - JUST IGNORE THE ONES YOU DON'T WANT), YOU GO TO THE 2ND LINE OF EACH BLANK COLUMN WITH YOUR CURSOR AND CLICK ONCE TO BEGIN YOUR FORMATTING OF EACH COLUMN AND GO THROUGH THE ABOVE STEPS FOR FORMATTING A "NEW" COLUMN. YOU CAN PUT DECIMAL PLACES OR WHOLE DOLLARS IN ANY COLUMN FIELD.

TO VIEW A FORMULA - CLICK ON CURRENT VALUE OR AN AMOUNT FIELD.

LABELLING COLUMN FIELDS:

WHEN YOU ARE ALL DONE FORMATTING YOUR COLUMN FIELDS, YOU MIGHT WANT TO LABEL EACH COLUMN FIELD.

GO THE LINE #2 OF THE 1ST FIELD - TYPE IN YOUR LABEL (EX: COMPANY NAME) AND HIT "RETURN" KEY. THIS WILL BE COLUMN "A".

HIT THE "RIGHT" ARROW KEY FOR THE NEXT COLUMN FIELD TO LABEL (EX: UNIT) AND HIT "RETURN" KEY. THIS WILL BE COLUMN "B".

HIT THE "RIGHT" ARROW KEY FOR THE NEXT COLUMN FIELD TO LABEL (EX: PRICE) AND HIT "RETURN" KEY. THIS WILL BE COLUMN "C".

HIT THE "RIGHT" ARROW KEY FOR THE NEXT COLUMN FIELD TO LABEL (EX: AMOUNT) AND HIT "RETURN" KEY. THIS WILL BE COLUMN "D".

("D") - CONTINUE TYPING FIELDS A, B, C, ETC., ON ALL LINES UNTIL DONE. THEN GET YOU CURSOR BACK TO THE BEGINNING OF THE FIELD WHERE YOU WANT THE NEW DUPLICATING FORMULA TO BEGIN AND CLICK THE MOUSE ONCE. GO UP TO "BLOCK" AND HIT "COPY". WHEN "COPY" MESSAGE COMES UP "FROM CELL OR CELLS, ETC." AT BOTTOM LEFT OF SCREEN, TYPE IN D4,D5:D10 (MEANS D4 IS FIRST AMOUNT COLUMN FIELD AND LINE NUMBER, D5 IS NEXT AMOUNT COLUMN FIELD AND LINE NUMBER, : (MEANS - TO), D10 IS LAST AMOUNT COLUMN FIELD AND LINE NUMBER)). THIS FORMULA WILL COPY THE ORIGINAL FORMULA IN FIELD D4 - INTO D5 AND D10 AND IMMEDIATELY CALCULATE THE AMOUNT - (THE FORMULA WILL ADD UP ANY NUMBER OF AMOUNT LINES IN A FIELD - JUST TYPE IN 1ST FORMULA FOR THE 1ST AMOUNT AND THEREAFTER JUST "RETURN" BEFORE EACH "AMOUNT" FIELD. THIS TYPE OF FORMULA IS PUT IN AFTER THE 1ST ORIGINAL FORMULA SO YOU DON'T HAVE TO KEEP TYPING IN THE ORIGINAL FORMULA FOR EACH LINE.

TO CALCULATE "DOWN" A SPREADSHEET:

TO ADD A TOTAL OF ALL FIGURES IN A COLUMN FIELD (OR FIELDS): +SUM(C4:C10) AND RETURN. MUST ALWAYS MOVE YOUR CURSOR TO EACH COLUMN FIELD WHERE YOU WANT ALL THE FIGURES IN A COLUMN TOTALED BEFORE TYPING IN YOUR FORMULA.

COMMERCIAL CREDIT FORMULA:

FVD - FUTURE VALUE OF THE DOLLAR

$27,875 X .115 = $3,205.63 + $27,875 = $31,080.63

$31,080.63 X .115 = $3,574.27 + $31,080.63 = $34,654.90

$34,654.90 X .115 = $3,985.31 + $34,659.90 = $38,645.21 AT END OF 4 YRS.

$25,000 COMPOUNDED WITH INTEREST FOR 4 YEARS = $38,645.21

GETTING OUT OF SPREADSHEET SCREEN:

WHEN DONE CREATING YOUR SPREADSHEET CHART, GO TO "FILE" AND CLICK ON "SAVE AS" AND NAME YOUR DOCUMENT. AFTEF DOCUMENT IS "SAVED" - GO TO "FILE" AND CLICK ON "QUIT" AND THEN CLICK ON "YES". (AFTEF "YES", YOUF "SWIFTCALC" FFOGFAM IS GONE AND YOU GET THE "DESK FILE VIEW OPTIONS SCREEN" (ALL GREEN) - FUT YOUR MOUSE ARFOW ON THE UFFEF LEFT OF THE DIFECTORY FILES AND CLICK AND YOUR OUT. AT THIS FOINT ON THIS SCFEEN (2 FLOFFY DISKS, FAMDISK, AND TFASH CAN) YOU CAN FUT IN ANOTHEF FFOGFAM DISK.))

IF YOU DECIDE TO EDIT YOUF SFFEADSHEET AGAIN, YOU DO NOT HAVE TO RENAME IT ON THE "SAVE AS" OFTION - JUST USE THE "SAVED" OFTION.

OR:

IF AFTER THE DOCUMENT IS SAVED, AND YOU DECIDE YOU WANT TO ADD SOMETHING MORE TO YOUR SPREADSHEET IS STILL ON THE SCREEN TO WORK ON AGAIN. YOU MUST THEN "SAVE" YOUR DOCUMENT AGAIN.

OR:

IF AFTER "SAVING" YOUR SPREADSHEET, YOU SHOULD DECIDE TO CREATE ANOTHER CHART, GO TO "FILE" AND CLICK ON "ABANDON" AND CLICK ON "YES" - YOU GET A NEW BLANK SPREADSHEET TO WORK ON. IF YOU DON'T WANT TO SAVE THIS NEW CHART, AND YOU WANT TO "QUIT" THE PROGRAM, GO TO "FILE" AND CLICK ON "QUIT" - YOU WILL GET A MESSAGE ABOUT "QUITTING" OR "ABANDONING" FILES - JUST CLICK ON "YES". WHEN YOU "ABANDON" THE PROGRAM IS STILL THERE. WHEN YOU "QUIT" THE PROGRAM IS GONE.

TO MAKE CHANGES AND PRINT CHARTS:

PUT IN SWIFTCALC PROGRAM DISK 1 (ORANGE) IN DISK DRIVE.

GET SWIFTCALC PROGRAM - CLICK ON OK

YOU GET BLANK SPREADSHEET - TAKE SWIFTCALC PROGRAM DISK OUT.

PUT "TSTFILES 2" DISK (BLUE) IN - GO TO FILE AND OPEN

GET "ASSETS 1" (COMMERCIAL CREDIT) AND CLICK ON "OK"

MAKE YOUR CHANGES

GO TO FILE AND SAVE (DON'T RENAME - JUST SAVE)

GO TO "PRINT" AND CLICK ON "PRINT TO DISK"

AT BOTTOM LEFT YOU GET MESSAGE: ENTER FILE NAME: COMMCRED.PRT - HIT RETURN

GET MESSAGE OUTPUT: SCREEN OR BLOCK (YOU WANT "BLOCK" SO YOU HIT THE RIGHT ARROW KEY TO "BLOCK") - HIT RETURN

GET ANOTHER MESSAGE - OUTPUT BLOCK - HIT RETURN (FOR RETURN FOR ALL)

GET MESSAGE "PRINT BLOCK BORDERS" - NONE AND RETURN

GET MESSAGE "PRINT BLOCK TITLES" - NONE AND RETURN

GO TO FILE AND HIT ABANDON AND YES

GO TO FILE AND OPEN

SELECT "ASSETS 2" - MAKE CHANGES AND REPEAT ABOVE STEPS EXCEPT CHANGE FILE NAME TO "MUTUALS.PRT" (SAME STEPS FOR ASSETS 3 EXCEPT CHANGE FILE NAME TO "SPRDMISC.PRT")

WHEN ALL CHANGES ON ALL CHARTS ARE MADE GO TO "FILE" AND "QUIT" AND "YES"